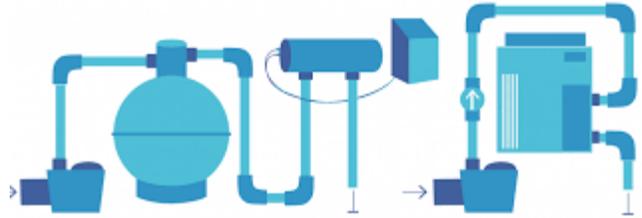


POFHOA

Pool Operations Procedures



Pool Opening Checklist for Management

Pool Manager will prepare the Pool (at Manager's expense) and coordinate the opening of the Pool house/Bathrooms (at Owner's expense) by performing the following services.

1. Remove and store Pool cover.
2. Screw down Pool cover screws.
3. Complete check of all exposed plumbing and electrical equipment.
4. Test and inspect all filtration and pump equipment.
5. Re-set any timers associated with Pools or Pool lights.
6. Check equipment and supply inventory from previous year and turn in report to Owner.
7. Clean Pool deck, grounds and furniture as needed.
8. Position furniture and umbrellas.
9. Pump out Pool and acid wash as needed.
10. Fill Pool.
11. Mount diving board, place guard chairs, and ladders.
12. Check and test swimming Pool equipment.
13. Open, clean and prepare facility for operation.
14. Recirculate water through filtration equipment.
15. Backwash as necessary.
16. Vacuum and brush swimming Pool.
17. Clean and brush tile.
18. Have Pool ready for operation at least seven (7) days before opening date (barring inclement weather or repair situations).
19. Cooperate with any contractors in preparing Pool for operation.
20. Furnish, store, and administer necessary chemicals for operation and sanitation of Pool.
21. Report to Owner all operation deficiencies, repairs, and replacements necessary to open Pool.
22. Such other operations as are necessary for the timely and efficient opening of the Pool.

Revised 8/4/2017